



●● the mid-atlantic archivist

a publication of the
Mid-Atlantic Regional
Archives Conference (MARAC)

Volume 3 Number 2

April 1974

come, be inspired

Charlottesville is celebrating April 26-27. Not only is MARAC meeting, but it's annual dogwood festival time and the whole town will be in bloom. Meetings will be held at the Ramada Inn on Route 29 which is offering rates of \$14.00/ single and \$20.00/ double from Thursday-Sunday. Two luncheons are scheduled with the possibility of a slide program on the University's restoration of the Rotunda on Friday and a walking tour of the site on Saturday. Morning sessions will feature workshops and in depth discussions growing out of them while the afternoon meetings will focus on specific problems and techniques. Introductory sessions will be continued. Data Flex and Barrow are our exhibitors with ongoing demonstrations both days and the Micro-filming Corporation of America is sponsoring coffee and donuts on Friday.

Because of the festival weekend, the hotel asks that members send in their room registration early, by April 9. Lunches must be pre paid with the registrations. If you have not received a registration form, contact your state mailing person.

In the middle of the energy crunch, transportation may be difficult to juggle for some but we have lots of alternatives. Continental Trailway runs Washington to Charlottesville, Monday-Friday: 8:00 am, 9:00, 10:30, 12:10 pm, 2:05, 3:30 and 6:40; returning Saturday-Sunday: 9:05 am, 11:20, 1:00 pm, 2:10, 5:10, 8:45. Round trip \$9.50. Amtrack reports that any 15 people who make a reservation and board the train together can get a reduced rate from New York-Charlottesville. Call your local station. Amtrack schedules from Washington to Charlottesville, Monday-Friday: 9:45 am, 11:45, 5:50 pm, 7:20; returning Saturday-Sunday 5:45 am, 9:50, 11:15 and 7:20 pm. Round trip \$12.50. The evening train down and the morning train back require reservations. If none of these satisfy, Jack Ericson in New Jersey, Bob Devlin in Philadelphia and Mary Boccaccio in Washington will try to charter busses. Contact them early if you are interested. If all else fails, car pool, but come!

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come to Charlottesville !

The mid-atlantic archivist is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for \$3.00 per annum. Write: Mary Boccaccio, Treasurer, MARAC, McKeldin Library, University of Maryland, College Park, Maryland, 20742. Newsletter correspondence should be addressed as follows:

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NEWSLETTER EDITORIAL BOARD

Elsie Freeman Freivogel, National Archives
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This issue of the newsletter was edited by Mary Boccaccio.

Items submitted to m-a-a should be single spaced, no indentation, in columns 4½" wide, written on pica typewriter. Double space between paragraphs.



mid-atlantic definitions

Floor Load: The load in pounds per square foot which the floor will hold safely.

Framed Building: A structure in which the weight is carried by the framework instead of on load-bearing walls. It includes modern steel and REINFORCED CONCRETE structures. The frame is usually encased within a FACING (or CLADDING) of light material.

Functionalism: The creed of the architect which determines that it is his main duty to see that a building or an object designed by him functions well. Whatever he wishes to convey aesthetically and emotionally must not interfere with the fitness of the building or the object to fulfil its purpose.

Industrialized Building: Since 1945, a growing shortage of both skilled and unskilled labor, coupled with growing programs of public housing and welfare building, has made it necessary to prefabricate as much as possible and thus minimize site work. The recent acceleration of technical development, makes the industry 'capital-intensive', which is normally called Industrialized Building.

Joists: Horizontal timbers in a building, laid parallel to each other with their upper edges REBATED to receive the boards of a floor. The underside either forms the ceiling of the room below or has ceiling lathe nailed to it. In a large floor the main or binding joists are often crossed by smaller bridging joists which bear the floorboards. For a span exceeding about 15 feet, it is usual to insert one or more SLEEPERS to carry the joists, which would then run longitudinally.

Prestressed Concrete: This is a development of ordinary REINFORCED CONCRETE. The reinforcing steel is replaced by wire cables in ducts positioned so that compression can be induced in the tension area of the concrete before it is loaded. This is done by stretching or tensioning the cables before or after casting the concrete. It results in more efficient use of materials and greater economy.

Reinforced Concrete: Since concrete is strong in compression and weak in tension, steel rods are inserted to take the tensile stresses which, in a simple beam, occur in the lower part; the concrete is thus reinforced.

When depositories list their collections in the National Union Catalog of Manuscript Collections (NUCMC), the Library of Congress provides four sets of catalog cards, free, to the depository.



EDITORIAL COMMENT

BY Don Harrison

Efficiency experts and bureaucrats are after the archivist again. But this time it isn't in Maine; it's in North Carolina. H. G. Jones, a well known member of our profession and until the end of February, the Director of History and Archives, has resigned in protest that red tape and government reorganization was stifling his effort.

A so-called re-organization of cultural agencies including the Department of History and Archives, the state library system, and a dozen or so other state agencies were consolidated within a "Department of Cultural Resources," centralizing administrative authority such as budget and purchasing into the new superagency. Jones' subordinate, John G. Zehmer Jr., the head of North Carolina's Historic Sites and Museums also resigned the same day for virtually the same reason as Jones. "When you move everything together and move all the authority to the top, you have people on the bottom who can't get anything done professionally," Zehmer recently told a reporter.

Jones' remarks were similar. He said that "... government reorganization was to simplify and make more economical. Thus far it has sadly failed. It has been the reverse. Everything is made so much more complicated than it has to be. Progress gets bogged down in paperwork and on too many desks. One person can fail to act and the whole thing gets blocked."

Now Jones is not just your run-of-the-mill archivist. He's also a thinker and a writer. By the time he received a PhD from Duke University in 1965, he had already written two books. In 1966 he published another, a history of North Carolina's Archives, which won the Waldo Gifford Leland Prize of the Society of American Archivists. In 1967 he was engaged by the American Historical Association, the Organization of American Historians, and the Society of American Archivists to conduct a study of the status of the National Archives and Records Service, and out of this grew his fourth work, The Records of a Nation (New York: Atheneum, 1969, 309 pp. \$12.95).

Records of a Nation is best known for Jones' conclusion that the National Archives should never have lost its independent status in 1949, when it was absorbed into the General Services Administration. GSA was, he said, "... an agency whose primary responsibilities are in the areas of property, supply, communications, and transportation for one branch of government." Thus, concluded Jones, "... one of the most unfortunate results of the loss of independence by the National Archives in 1949 has been its fading image as one of the great cultural organizations of American government." Strong words.

Jones believes in what he says. He doesn't change his mind easily. And what he said in 1969 about the National Archives parallels what he is saying in 1974 about North Carolina: "The problem lies in a new philosophy of government that is incompatible with the administration of scholarly pro-

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MORE ON MAINE

Since the last editorial on Maine (Vol 3 No 1), we have discovered another reason why the Maine situation was held off at the pass. Our own Frank Evans, who is also a consultant to the State of Maine for archival affairs, and Herb Angel, past Deputy Archivist of the United States and a past President of the Society of American Archivists, both recently appeared before the State Legislature; having some effect on the outcome.

We have also learned since the last editorial that on January 22 the New England Archivists (inc.) wrote a letter to Governor Curtis as well. HOORAY for our side! Here is the text of NEA President Turner's letter:

"NEW ENGLAND ARCHIVISTS
Incorporated

January 22, 1974

The Honorable Kenneth M. Curtis, Governor
State House
Augusta, Maine

Dear Governor Curtis:

At its meeting in Providence, Rhode Island on October 26, 1973, the membership of New England Archivists, a regional association of archivists, records managers, and manuscript curators in both public - federal, state, and municipal - and private institutions and agencies, passed a resolution expressing serious concern at the possibility that the carefully planned Maine State unified records management and archival program may be dismantled in accordance with recommendations made by a consultants' firm. The resolution further directs that New England Archivists communicate its concern to appropriate officers of the government of the State of Maine.

On behalf of the Executive Board and the membership of this association, I therefore respectfully urge that no action be taken on the consultants' ten recommendations with respect to the Maine State Archives without the most careful scrutiny of the assumptions on which the recommendations are based; the relation of those assumptions to those underlying the Maine records program, as set forth in the report of the State Archivist dated 1971; and of the acquaintance of the consultants' firm with the substantial body of public archival and records management principle and practice developed in this country over the past half-century (and elsewhere in the world over a much longer period).

We hope that responsible authorities in Maine will undertake this scrutiny because our regional association was formed in part in response to a desire on the part of our mem-

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CAREERISM - the worm in the half-eaten apple*

by Elsie Freeman Freivogel

The box score on SAA awards, appointments and election of women looks deceptively good: one Fellow, the Leland, Hamer and Gondos awards, one four year and two interim Council elections, totaling five women on the eight-person Council; a chairwoman for the 1974 Program Committee. The antidiscrimination resolution passed quietly, the second session on the status of women appeared on the program, and the Women's Caucus organized three lively sessions. Returns on the CSW questionnaire were excellent, and those results are now being tabulated.

Our male colleagues, some reluctantly, others with guilty concern, now acknowledge that some women have employment problems, a view one suspects arises more from their acquaintance with a few hardworking professional women than from heightened consciousness toward the employment problems of clerks and secretaries, more from male protectiveness than from an interest in dealing with women as equals. Meanwhile, the superwoman syndrome strikes, and few women in the profession dare turn down a committee appointment, decline to write a paper or stand unwilling to teach a class. There is a hidden cost to opportunity, most of us are finding out, which those of us without wives are forced to pay.

None of this is unexpected. We have arrived at tokenism, and that journey has to be made: the presence of women in visible positions, women to be turned and talked to, who understand feminist as well as professional issues. But the daily facts are unchanged. Not one suit expressly against an archives has been filed, not one claim for back pay reported, women still have trouble getting out of the office to women's week activities and into training programs. The part-time employee gets no fringes or tenure, though her male supervisor, in a 'joint appointment' gets both. We are vague about grant-getting, when we are in a position to think about it at all, hesitant to submit articles, lightweight as many we see are, reluctant to state our case in its equal rights context.

So we have as careerists a long way to go. And when we get there, what's the paradox? What is the worm in the half-eaten apple of success? In my view, careerism itself, which I define as those attitudes which adopt without question the standards of performance and practice accepted in the male professional

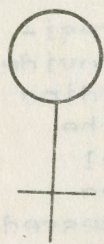
community, standards which may be sound or may be only self-serving. Among these standards are the assumption that part-time employment is less professional than full time; that the Ph.D., already male-dominated, is the best background for the profession, automatically conferring special status to its holders, whether or not it makes far better archivists; that the best job is administrative, not professional. On a daily basis our insistence that only excellent or outstanding women be proposed as candidates for jobs, committees or other appointments reflects the double standard that both men and women have internalized. How many men in parallel jobs are either excellent or outstanding, and to what extent have their credentials and probity been examined?

The paradox resides in our short term needs versus our long term needs. In the short term we must have women in visible policy making situations, to serve as models of achievement for women and conditioning agents for men. There is no other way to begin. But visibility depends on emulating the accepted male career patterns suggested here, which depend in turn on support from unseen, underpaid, staff, usually women, and from wives. To be successful we must exploit other women, because such exploitation relieves us of the daily housekeeping and administrative chores that would otherwise prevent us from achieving - the underpaid help of the secretary, the baby sitter, and the cleaning woman.

Our long term needs on the other hand, consist of uniting working women as a group - not the fraction who are professional women, but the vast number who are not - to examine our own work needs, to create standards for work which conform to our continuing, not-likely-to-be-alleviated roles as nurturers and social beings, to be clear that double standards of performance actually are imposed on us, and for what reasons they are imposed, and to examine the male bureaucracies and hierarchies which now control our work lives. When a personnel officer in the federal government, as recently reported to me, tells women they can either stay single, have no children or farm them out at six weeks, he imposes a double standard. No man is expected not to take sick or annual leave, never to take a sabbatical or deprive himself of a family. When a woman is refused an appointment on the grounds that she is not sufficiently competent, credentialed or assertive, we must ask whether the available male candidates were also held to these standards. When militancy or anger are rejected on the grounds that they are unprofessional, we must ask whether this is in fact so, or whether these devices offend the prevailing male need to avoid emotion, or divert it.

The issue here is collective self-help, a concept at the root of feminism. In the long run our success depends on recognizing that all women, even the successful ones, have been forced into double professional standards and have thus been used. In practice it means Society-sponsored clinics on inter-

*This article, by Elsie Freivogel, a member of the editorial board of the mid-atlantic archivist, is reprinted with the permission of Ms. Archivist, edited by Sara Fuller, 940 Bricker Boulevard, Columbus, Ohio 43221. Ms. Archivist is sent free of charge, "but donations are welcome, as are news notes, opinions, and articles."



women in archives

by julie marsteller

With nothing new to report from our region this time,

I have drawn from the latest number of Ms. Archivist for material. I am reprinting an article from the Fall 1973 edition, which caught my eye by Virginia Stewart, and it origin-

ally appeared under the title, "Midwest Women's Collection Formed at Chicago Circle." I hope you enjoy the article.

On December 2, 1973, the Manuscript Section, University of Illinois Library at Chicago Circle, announced formation of the Midwest Women's Historical Collection, an archive of source materials focusing on 19th and 20th century women. The MWHC draws together a variety of document types: personal papers, organizational records, audio-visual materials, print and near-print items, and artistic and literary creations - in an effort to systematically preserve evidence of the wide range of roles, activities, and life experience of Midwestern women. Initial acquisitions have centered on the Chicago area; however, the collecting scope will be expanded to other areas in the Midwest with specific emphasis placed on developing methods for documenting the lives of women who have not produced records in a traditional format.

The occasion for public announcement of the Midwest Women's Historical Collection was the presentation to the Library of the corporate records of the Young Women's Christian Association of Metropolitan Chicago. The YWCA gift to the MWHC was honored in formal ceremonies attended by members of the UICC faculty and administration, women representing organizations throughout the Chicago area, scholars, and friends. The YWCA collection, comprising minutes of the Board of Directors, annual reports, committee papers, convention proceedings, program materials, photographs, and publication, provides much information on the role the YWCA has played in advancing women's causes and issues since the organization's founding in 1876.

Among current holdings of the MIDWEST WOMEN'S HISTORICAL COLLECTION are:

personal papers of:

social welfare activists -

Lea Taylor, Harriet Vittum and Adena Miller Rich, settlement head residents; Ester Loeb Kohn and Evelina Belden Paulson, social workers; Irene Kavin, probation officer.

educators -

Neva L. Boyd, head of the Recreation Training School of Chicago; Nina Kenady and Rose Alschuler, nursery school leaders and theorists; Eleanor Smith, founder of the Hull-House Music School and such individuals as Ester Saperstein, Illinois state legislator; Helen Ticken Gerachty, theatrical producer; Marcet Haldeman Julius, author and Socialist propagandist.

records of women's organizations and clubs:

League of Women Voters of Chicago
Chicago Women's Aid
Bohemian Women's Publishing Company
Women's Advertising Club

records of woman-sponsored-and staffed organizations:

Immigrants' Protective League
Juvenile Protective Association
Travelers Aid Society of Chicago
Scholarship and Guidance Association
Mary Crane League

Related collections include the extensive holdings of Jane Addams papers, including correspondence, diaries, published and unpublished writings, photographs, and memorabilia; the Florence Crittenton Anchorage and Illinois Social Hygiene League papers, which reveal social attitudes toward sexual practices, venereal disease, birth control and illegitimacy; the Dr. Ben Reitman Collection, including more than 400 letters from anarchist Emma Goldman; and extensive settlement records showing activities of women residents and staff.

In addition to these collections, the Library is acquiring comprehensive serial holdings of journals, newsletters, and miscellaneous women's publications.

Comments and inquiries are welcomed by:

The Midwest Women's Historical Collections
The Library
University of Illinois, Chicago Circle Campus
Box 8198
Chicago, Illinois 60680

NEW SCHOLARLY JOURNAL

Don Harrison is working with the Steering Committee on the possibility of separating out the mid-atlantic archivist into a smaller newsletter, and a periodical journal, similar in articles and format to Georgia Archive. The articles would be devoted to archival subjects of regional interest, as well as including recent accessions by institutions within our seven states and the District of Columbia. Articles for consideration should be typed, double spaced, sent in at least three copies, and not to exceed 4000 words in length. Persons interested should contact Don Harrison, 1307 North Ode Street, Apartment #424, Arlington, Virginia 22209.

And Don is also looking for a replacement newsletter editor when he takes on the journal.

WHERE THE HEARTH IS

From David Horn's THE NEW ARCHIVIST
WATERGATE

Watergate involves archivists. The abuse of records and the breaking of public laws concerning records prove the necessity for proper archival procedures. Archivists have not been speaking out on Watergate questions, and it might not be possible for them to do so without embroiling themselves in politics. Still, their expertise is needed and it is important that archivists be well informed. I was, therefore, very pleased to see the latest issue of MAC: Newsletter of the Midwest Archival Conference (Volume 1, Number 4, October 1973), which reprints two pertinent newspaper columns.

A column by Anthony Lewis, reprinted from the New York Times, Oct. 8, 1973, discusses the transfer of President Nixon's vice-presidential papers. Mr. Lewis refers to articles by Nick Kotz in the Washington Post, June 1973, and I should appreciate it very much if someone would send me clippings of those articles, with comments and suggestions, if possible. (I have a clipping of a Kotz column from the Lewiston, Idaho, Morning Tribune, June 10, 1973.) For the story of the method of appraisal of the Nixon papers, see Newsweek, December 17, 1973, page 33. I think you will agree that the process is "extraordinarily casual." Whatever else might be said about the Nixon papers, it is undeniable that the documents could have brought a high price on the open market. This is true whether or not the physical and legal transfers were made correctly and before the deadline. This raises the question of ownership of the papers - of all public papers.

David Brinkley has discussed this question at least twice recently during the NBC News (November 5 and December 18). He has objected to the custom that allows public officials at any level to "own" their papers which were made on government time, with government resources, and stored in government filing cabinets. Transfer to the National Archives or some other agency, said Mr. Brinkley, is merely shifting from one government storage area to another and should not be considered as a tax-deductible donation. The news commentator also pointed out that the value of the papers derived solely from the public office held by the "donor;" for example, Senator Humphrey's personal business papers would probably not have been worth very much if he had remained a pharmacist.

One solution to the problems of Watergate, and one answer to current public resentment of the use of the "donation" of papers to reduce tax payments, is to pass a law making the records of Presidents and Vice-Presidents the property of the United States Government. State legislatures should do the same for Governors and other state officials. This

does not mean the elimination of the Presidential Library system. The law can provide that the papers may be housed in a building provided by Presidents and staffed by the National Archives. Indeed, the National Archives would be in a better bargaining position if the Government clearly possessed the papers from the time of their creation and did not need a deed of gift.

ANOTHER NOTE ON WATERGATE

Time magazine recently mentioned something that is obvious to all archivists and librarians but has not been emphasized in the Watergate controversy over the presidential tapes: the originals should be used only for making copies, and only the copies should be used for transcribing. Running the only copy of such a tape through a machine with erasing potential is like taking a rare book home to read or using the original Constitution as a doormat. Since we archivists are always aware of the purposes for which records are created, we clearly remember that the reason for the recording of Presidential conversations was the creation of records for "history." The apparent malfunctions of the machinery, the careless handling of the tapes, and the failure to give them proper archival custody have made the information either unavailable or unreliable, not just for present investigators, but also for future historical researchers.

CHARLOTTE PRICE FINALLY SETTLED

Charlotte Price, recently of Howard University, and our D.C. representative, moved from the Washington area last year after the sudden death of her husband. We have heard from her several times since. She is alive and well and a curator of manuscripts at Pilgrim Hall, in Plymouth, Massachusetts. Pilgrim Hall is the oldest public institution in America, dating from 1824, and it contains the most complete collection of Pilgrim possessions and lore. The Pilgrim Society was founded in 1820 and has preserved Cole's Hill, the burial place of the Pilgrims who did not survive that first tragic winter. The institution has a large collection of papers of New England transcendentalists as well.

Charlotte informs us that she is alive and well and "am neatly tucked in and am at peace here near my hometown and relatives." Good luck, Charlotte.

the mid-atlantic archivist

highlights

Substantially the same as the address to MARAC in plenary session at Philadelphia, the following has been reprinted from IRAC Proceedings of September 21, 1973. The speaker, Walter Stender, NARS Assistant Archivist for Federal Records Centers, outlines intensive records restoration carried out by his staff following the disastrous fire at the National Military Personnel Records Center in St. Louis:

As all of you know a fire on July 12 destroyed most of the sixth floor of the Military Records Building of National Personnel Records Center in the St. Louis suburb of Overland. As most of you also know, the St. Louis facility consists of two separate buildings almost 12 miles apart. The Military Building at Overland houses all personnel and medical records of separated military personnel. The Civilian Center in St. Louis proper houses all personnel and pay records of separated Civilian employees of the Federal Government. The Military facility was first established by the Department of Defense and was known as the Demobilized Personnel Records Center. It was located on Goodfellow Avenue in St. Louis. In the early 1950's plans were made to construct a new building. The architectural firm of Hellmuth, Yamasaki, and Leinweber of St. Louis was selected. Design of the building was preceded by a lengthy study of records center facilities in the United States including those in Alexandria, Virginia, and Garden City, New York. Construction was completed in 1956 under the supervision of the U. S. Army Corps of Engineers.

Described at the time of its completion as one of the twenty largest buildings in the world, the Center--constructed of reinforced concrete with an aluminum and glass exterior curtain wall--is 728 feet long and 282 feet wide. Prior to July 12 it had six floors.

Operation of the Center was transferred to the General Services Administration on July 1, 1960. Since that time GSA has shared the building with several other tenants--the principal one being the United States Army Reserve Components Personnel and Administration Command (USRC PAC).

At the time the Center was constructed it was generally accepted throughout the archival profession that sprinkler systems were likely to cause more harm in the event of a fire than the fire itself. As a result the Center was constructed without sprinklers in the primary records storage areas. Interestingly enough, the same year the Center was completed, the National Archives and Records Service issued facilities standards stating that sprinklers systems were mandatory in all of its centers. Seventeen years later when this devastating fire broke out, practically all NARS facilities were fully sprinklered

except for the Military Personnel Records Center and our Federal Archives and Records Center in New York City's Greenwich Village. Plans to move the Center in New York to a sprinklered facility are now underway.

Shortly after midnight on the morning of July 12 the fire was discovered. Cause of the blaze has not been determined at this time although extensive investigations have been conducted by the Federal Bureau of Investigation and other Government agencies. The extent of the destruction is such that we may never determine either the cause of the blaze or the exact location where it originated. The first alarm reached the Community Fire Protection District at 12:16 a.m. The first fire company was on the scene at 12:20 a.m. Additional companies were summoned as the magnitude of the blaze became obvious and eventually more than forty fire companies from the St. Louis metropolitan area were on the scene. Although the fire was at its peak during the 12th and 13th, fire companies remained to fight sporadic re-kindlings until the morning of July 16. After that time only a small force of less than a dozen men remained at the Center.

Damage assessment began as soon as the fire was out and it was possible for personnel to enter the building. Their efforts focused on two major areas; damage to the building and damage to the records. It was quickly determined that the structural fabric of the sixth floor including columns, roof, and curtain wall had suffered irreparable damage. One of the first decisions made after the fire was to remove the sixth floor and cap the remaining floors of the building. Early fears that the structure might have suffered structural damage below the sixth floor proved unfounded when test cores taken by an engineering firm indicated no significant damage. Water flowing on lower levels did cause extensive damage to the electrical systems, escalators, elevators, and computer facilities. Ceilings, walls, and furnishings throughout the building suffered water damage.

Fire damage to the records on the sixth floor was extensive. Of the 52 million personnel and medical jackets of former members of the Armed Forces housed in the building at the time of the fire, more than 20 million were stored on the sixth floor. Records of former members of the Army, 1912-1959, suffered the heaviest damage with only fifteen to twenty percent of these records recoverable. The second heaviest damage involved the records of former members of the Air Force, 1947-63, with between fifty and sixty percent of these records destroyed. The most recent records, those of Army personnel discharged since January 1, 1973, suffered the least damage. Less than one-half of one percent of these records were destroyed.

Water damage to records on lower floors of the Center was surprisingly small. Of the approximately 1.2 million cubic feet of records on floors one through five only 10,068 cubic feet received water damage.

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april 1974



INA CORPORATION ARCHIVES

The archives was started in 1942 to preserve records and memorabilia which the Insurance Company of North America had accumulated since its founding in 1792. It was the first American stock insurance company, writing mainly fire and marine insurance until the 20th century. INA Corporation, of which the Insurance Company of North America is now a part, presently encompasses all varieties of insurance and is a leading financial services organization.

The archives contains many fire and marine records, which include early policies and building surveys. It is presently concentrating on expanding its modern records to include departmental files as well as administrative files. The historical collection is separate - it has one of the largest collections of firefighting apparatus in the United States, as well as marine paintings and models, and Americana.

Visitors are very welcome. The archives is located in Room 1381 of the Suburban Station building, at the corner of 16th Street and J. F. Kennedy Boulevard.

THE BALCH INSTITUTE

The Balch Institute, newest of Philadelphia's many fine cultural and educational institutions, began as an idea of the prominent Balch family of Philadelphia. Founded in 1971, it is already a noteworthy research library and has developed exciting plans for the creation of a complimentary exhibition program. Its collections in both areas mirror the Balch Institute's two main interests: American political history and North American immigration, ethnic, racial, and minority group history.

As a regional resource in American political history, the Institute's library acquires material largely on microfilm. These microfilms, many of which are the only copies available in the region, cover the themes of American political history and political theory, and the executive branch of the federal government.

The Balch Institute is a national resource in the field of North American immigration, ethnic, racial and minority group history. Collections include current and retrospective publications, ethnic and racial newspapers,

manuscripts of important immigrants, and archives of ethnic organizations. The unique facet of the Balch Institute is the fact that these materials will be used to study the historical, religious, political, and socio-economic development of America from the viewpoint of these immigrant and ethnic groups.

Instead of functioning as a traditional museum, the Balch Institute will present its exhibition materials in a context that is dynamic, immediate, and educational.

The collections and research facilities will provide tools for the serious scholar seeking to preserve and interpret ethnic identity and American political processes. The Institute's sponsored research will concentrate on interpreting these materials and presenting them to a broad constituency. Through a series of ongoing programs such as seminars, lectures, conferences, classes and nationality group meetings, the Institute will serve as an active and vibrant educational force in the community.

The Institute is moving rapidly towards implementing these programs. A major step in this direction will be to continue its aggressive acquisitions policy. Its present collection of 25,000 bound volumes, 10 manuscript collections, and 1,000 exhibition items is expected to grow to more than 75,000 bound volumes, 200 manuscript collections, and 5,000 exhibition items by 1976. Ultimately, a collection of over 310,000 books, 2,000 manuscript collections, and 50,000 exhibition items is anticipated.

As a consequence of this rapid growth, construction of a permanent facility with vastly expanded space will begin this fall. The new building will be located in the heart of America's most historic square mile, 1½ blocks from Independence Hall.

AN AGE OLD PROBLEM

Editor, The Wall Street Journal:

Senator Goldwater ("Notable and Quotable," Feb. 12) is rightly concerned because "The President no longer has control of his government." I am sure the Senator knows this to be an age-old problem.

The late Professor P. N. Ure commented on the phenomenon in his scholarly book "Justinian and his Age." Justinian ruled the Roman Empire during most of the 6th Century A.D., and Professor Ure wrote:

"...if ever some emperor or prefect did make an effort to improve or reform things within the rigid framework of the imperial system, whatever other obstacles he might surmount he was bound to come up ultimately against the solid barrier of a civil service which honestly disbelieved in the possibility of progress and was convinced that change and decay were practically synonymous. No emperor surmounted it."

A. M. Wright

West Hartford, Conn.

THEFT AT UVA

CHARLOTTESVILLE, VA. Dec. 20 -- The University of Virginia reported Thursday that a number of manuscripts and three rare books are missing from Alderman Library and are presumed to have been stolen.

Ray W. Frantz, University librarian, said that a thorough search of the library has failed to turn up any of the missing items and that a police investigation is under way.

"We want to publicize the apparent theft widely so that dealers and collectors of books and manuscripts will be aware of the items missing from Alderman," Frantz said. He added that "in recent years such items have increased in value considerably. The total value of the missing items is in excess of \$100,000," he said. "Our hope is that the missing items will be returned to us promptly and I wish to make this appeal to whoever removed them."

Among the missing items are three first edition books by Edgar Allan Poe: "Tamerlane," his first published work (1827); "El Aaraaf, Tamerlane and Minor Poems" (1829) and "Tales of the Grotesque and Arabesque," (1840).

Other missing items include a rare Poe daguerreotype; a silver medal struck for Thomas Jefferson's first inauguration; two letters written by George Washington; autographed letters and documents of Francis Scott Key, Alexander Dumas, Charles Dickens, Marquis de Lafayette, Thomas Jefferson, Poe, Aaron Burr, Samuel Clemens, Robert E. Lee, U. S. Grant, John Quincy Adams, and Lord Nelson. An original manuscript of a chapter of Clemens' "The Gilded Age" is missing.

Also missing is a collection of autographs including those of Presidents John Adams, John Quincy Adams, John Tyler, James K. Polk, Zachary Taylor and Millard Fillmore. In addition, autographs of some members of the cabinets of Presidents James Monroe, William Henry Harrison, Andrew Jackson, John Tyler, James K. Polk, Zachary Taylor, Millard Fillmore and Franklin Pierce are among the missing items. A 1796 edition of The Book of Common Prayer, once the property of Thomas Jefferson, is also missing. It belongs to Christ Episcopal Church, Charlottesville.

An authoritative Alderman Library spokesman said that the loss indicated the need for new and updated facilities for housing special collections. All of the missing items were housed in an antiquated walk-in vault on the first floor of the library. The vault has double locked doors but could be entered by a determined thief, he said. Moreover, the Alderman Library building has many entrances that cannot be adequately controlled. Funds have not been available nor is the building suited for adequate electronic safeguards. Modern facilities for such collections as the University now holds are constructed to frustrate even the most clever thief, he said.

There was no apparent evidence of forced entry, according to the University Police Department.

Alderman Library houses what many experts consider the greatest collection of American literature in the world. Recent estimates place the value of its rare book and manuscript collections at \$100 million.

Abbreviations

ALS: autograph letter signed
AMS: autograph manuscript
DS: document signed
LS: letter signed

Items Missing from Special Collections at Alderman Library

Rare Books

Tamerlane. Edgar Allan Poe's first published work (1827).
El Aaraaf, Tamerlane and Minor Poems, by Edgar Allan Poe (1829).
Tales of the Grotesque and Arabesque, by Edgar Allan Poe (1840).

Manuscripts and Other Items

Poe daguerreotype, known as the "Stella" daguerreotype. Acquired by the University in the early 1920's.

Silver medal struck for Thomas Jefferson's first inauguration but in commemoration of his writing the Declaration of Independence. Gift to the University in 1922.

Poe Centennial commemorative plaque struck by the Grolier Club.

1885 January, March, April "Parodies." Vol. 2, parts 14, 16, 17. (Parodies of many of Poe's poems.)

The Book of Common Prayer (London, 1796).

Once the property of Thomas Jefferson and now the property of Christ Episcopal Church, Charlottesville.

A letter dated 1798 October 5, signed by George Washington.

Robert E. Lee. DS, Copy of General Order No. 9, April 10, 1865, signed by Lee.

Adams, John Quincy. DS, Ship's papers for the DAWN, 1825 September 14, countersigned by Henry Clay.

ALS, 1880 May 29, U. S. Grant to Henry A. Brown.

DS, 1865 June, Lottery ticket for rebuilding Faneuil Hall, Boston, signed by John Hancock, with print of Hancock.

ALS, 1831 August 4, Francis Scott Key to ____.

Clemens, Samuel L.: AMS for Chapter 28 of THE GILDED AGE (pp. 636-662). Note in pencil on first page reads: "last 2 pp. missing Vol. I - pp. 301-314."

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Much of this damage resulted from the water which flowed to lower floors through electrical conduits, around pipes which penetrated the floor slabs in numerous locations, and through areaways, stairwells, and escalators.

While the fire was still burning several emergency actions were initiated in order to lessen the impact of the fire. An order issued by the Archivist of the United States placed an immediate freeze on the disposition of any Government records scheduled for disposal which might in any way be used in reconstructing records destroyed in the fire. This order has since been partially modified to cover only records relating to the Army and Air Force records involved in the fire. Other action included notification of Government agencies which normally use the services of the Center to stop the transfer of records and the submission of reference requests. The computer tape index and microfilm copies of Army and Air Force morning reports were removed from the building during the height of the fire.

We also decided to lease computer time at an offsite location so the computer based index to post 1964 records in the Center could continue with minimum disruption. This offsite operation began on July 14 and by August 15 our own computer was back in operation, having suffered far less damage than originally expected.

The work of recovery, like that of the damage assessment team, was focused on two major areas: restoration of the building and restoration of normal center services at MPRC. In order to assure a coordinated effort on both facets of the recovery operation, a special project group was established by the Administrator of General Services to oversee all operations. Each GSA service was represented on this staff together with representatives from the U. S. Army and private contractors such as engineering firm hired to determine the structural integrity of the remaining portion of the building. The speed with which arrangements were made for contractual services for rehabilitation of the building made it possible to return to near normal operations relatively quickly. Most of our staff were back at work within seven days of the fire.

Of the greatest interest to this group will be the efforts to recover the records which survived the fire on the sixth floor and to dry out the water damaged records on lower floors. As soon as it was possible for Government personnel to enter the building after the fire, it became obvious that temperature and humidity conditions were ripe for the growth of mold on the wet records. Water was standing on every floor of the building. Wet records needed immediate attention. We had brought Peter Waters, who is Restoration Officer at the Library of Congress, to St. Louis to advise us concerning rehabilitation of the records. He recommended that the records be sprayed with a solution of Thymol as quickly as possible. He

also suggested that borax be spread on the water covered floors in order to slow the growth of sludge and slime. Eventually every records storage area in the building was sprayed.

In the period between the outbreak of the fire on July 12 and the awarding of a demolition contract on July 23, as many fire and water damaged records were removed from the building as possible. The most severely water damaged records were sent to the McDonnell Douglas Corporation in St. Louis where they were placed in a space simulation vacuum chamber and underwent freeze drying. First done on an experimental basis shortly after the fire, the treatment has proved to be highly successful and we are presently using two chambers at McDonnell for this process.

Because of the limited space available for freeze-drying and because many records were only slightly water damaged, other drying facilities were needed. The Civilian Personnel Records Center, had space which could be utilized for this purpose. Two air conditioned areas were prepared for the wet records. As they were removed from the Military Center, they were reboxed, placed in trucks, and sprayed with Thymol. After reaching the Civilian Center they were removed from the boxes, placed in plastic baskets designed to hold four half-gallon milk cartons and put on racks which were constructed from Federal Records Center shelving uprights. Because of extra air conditioning capability, the temperature could be lowered to nearly sixty degrees and the humidity to about fifty percent. Additional floor fans to circulate air were also used in the rooms to aid the drying process. This method of drying has been quite successful. So successful in fact that NARS now owns one of the largest collections of plastic milk baskets in existence--more than 25,000.

After the demolition of the sixth floor began, the records recovery operations underwent a significant change. For one thing, the volume of records being removed was greatly increased. Thus the drying operations of McDonnell Douglas and at the Civilian location proved inadequate to our needs. A new drying operation--known as "Tent City"--was established. Occupying parking lots and lawn at the Military building, "Tent City" consists of nearly thirty Army tents and additional thousands of milk baskets, mail bags, mail hampers, and hog pens all used for drying records. "Hog Pens" represent the latest NARS refinement of the milk basket drying concept. Sections of hog fencing are used to build enclosures with wooden pallets for floors. Records removed from the sixth floor can be dumped prior to being sorted out and placed in the milk baskets for drying.

Coordination of the removal of records from the sixth floor concurrently with the demolition efforts has enabled us to salvage many records previously thought destroyed. The records on the bottom shelf of most units, even in the most severely fire damaged area, survived. In some cases there was very

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little damage because the records were soaked with water and covered with debris. This effectively insulated them from the fire.

Equally important to the recovery of the Center was the quick reestablishment of reference service. We began answering pending requests on July 23--just eleven days after the fire. Requests from the Veterans Administration were released to us beginning on August 1, and from the military services and other agencies on August 15. A double shift operation is now underway in the reference branch.

As a result of the fire we decided to establish a new computer based index system which would include all of the records recovered from the sixth floor and all records removed from other floors of the center because of water damage. The new registry system has been named, appropriately enough, the "B" registry system. A new computer program has been prepared and as records come through the rehabilitation process they are placed in folders, identifying data is being keypunched and computer generated labels are affixed to the folders which are then shelved and once again ready for reference use. Key punching is continuing on a two shift basis with a work force double that ordinarily engaged in that task. After the work is completed, MPRC will have a considerably expanded computer index capability which will materially benefit the reference operation of the Center since all Army and Air Force inquiries can be checked against the computer index to determine the record location.

Seven days after the fire an Interagency Military Personnel Records Policy Working Committee was established for the purpose of determining alternate sources of the information destroyed in the fire. Consisting of representatives from the General Services Administration, the Office of the Secretary of Defense, Army, Navy, Air Force, Veterans Administration, Selective Service System, Social Security Administration, and Coast Guard, the Committee has established that much of the information destroyed in the fire needed by veterans to protect their rights and interests can be obtained from other Government records. We certainly cannot reconstruct every document in a veteran's personnel jacket, however, we are confident that few, if any, veterans or their families will suffer as a result of the fire. In short the long-term impact of the fire will probably be far less than expected.

The reconstruction of the building is now underway. Plans are to include all of the fire protection devices specified in NARS facilities standards in the renovated building. Firewalls, smoke detection devices, and most importantly the long delayed sprinkler system are included and this important link in our nationwide center system will be brought up to our standards.

We have learned several things from the fire. We have laid to rest--hopefully for all time--the widely held belief that sprinkler systems do more damage than good. We have learned a great deal about methods of recovery of water and fire damaged records. The freeze drying technique is the most significant of these. It has already proved itself in connection with water damaged architectural drawings from a Chicago firm. Even the drawings on cloth backing have been successfully freeze dried.

We have located alternate sources for information which will enable us to answer the needs of America's veterans. I would not want to appear to de-emphasize the problems caused by the fire. We certainly face a more complex and expensive reference operation--longer searches in more groups of records. Our staff will for some time work under conditions which are far from satisfactory. If any of you are unfortunate enough to ever get into this situation we will be glad to share with each of you the knowledge we have gained as we have worked to solve our problems.

Since this article was written by Mr. Stender, the following information was made available to the mid-atlantic archivist.

Operation Recovery. Continuing substantial progress is being made in recovering records damaged in the July 12 fire at the National Personnel Records Center (Military Personnel Records) in St. Louis. The vacuum drying operation at McDonnell Douglas has been phased out after drying 64,000 cubic feet of records, and a final shipment of records--4,500 cubic feet--has been sent to the NASA facility at Sandusky, Ohio for vacuum drying. These are expected back at the end of January. Outdoor recovery operations for damaged records at the St. Louis Center have ended. Mold growth, despite drying, is a long term problem. But the Center will monitor records closely to detect mold spores. And discussions are underway with regional PBS to assure temperature and humidity controls in the rehabilitated building to prevent growth of the destructive mold.

TRAINING INSTITUTE ANNOUNCED

The Ohio Historical Society announces a two week archives institute offering elementary training in collecting, processing and referencing historical research materials. Balancing local, state and national perspectives, the program consists of workshops, lectures, discussion groups, demonstrations, field trips and seminars. Dates are scheduled July 15-26. Cost \$200.00. For further information, contact: Archives-Library Institute, Ohio Historical Society, Columbus, Ohio.

STEERING COMMITTEE

april 1974

Charlottesville February 6, 1974

The Treasurer reported 253 members to date. The Conference cleared \$190.89. Exhibitors covered coffee expenses for 1 day only. The balance is \$1730.02. Discussion included the increasing necessity of mailing and xeroxing charges by the state mailing people. Their institutions cannot support the expense. In addition, meals for guest speakers and exhibitors should be registered for the day they attend the conference. The question of excess funds was brought up and the motion was made, seconded and passed for the Treasurer: (1) to keep a running account of newsletter and mailing expenses and (2) to deposit \$1000 in bonds.

Transportation to Charlottesville in April was discussed. The state representatives should check into the possibility of car pools. Busses also can be chartered.

Jack Ericson
Microfilming Corporation of America
21 Harristown Road
Glen Rock, New Jersey 07452

Bob Devlin
Federal Record Center
5000 Wissahickon
Philadelphia, Pennsylvania

Mary Boccaccio
Maryland Room
McKeldin Library
University of Maryland
College Park, Maryland 20742

will check into the possibility of chartering busses from their respective areas. Anyone interested in travelling by bus should contact them.

Doug Tanner described the program for Charlottesville. It is still tentative (page 22). Exhibits of basic paper conservation techniques are planned for both Friday and Saturday. The Committee is urging speakers to prepare a bibliography and handouts for members. Discussion included the difficulty of formal scheduled tours. Possibly a walking tour of the campus could be arranged for Saturday lunch program. Local arrangements will check into the availability of busses and a meal on campus.

Local Arrangements reported \$14/single and \$20/double rates at the Ramada Inn for Thursday-Sunday. Exhibitors will be Data Flex and Barrow labs. Microfilming Corporation of America will sponsor coffee and donuts Friday. Cut-off date for room registration of April 9. Official meals must be pre-paid. Social hour MARAC can have its own or we can use the services of the hotel. Discussion of adding \$1 to the meal fee for contingencies and social hour. It was motioned, seconded and passed that a small fee over meals would be charged to support contingencies or social amenities

at any general meeting. State caucus time: A possible solution is to have lunch tables by state.

Future conferences were discussed. Ron Becker, Co-Chairman for Newark, reports that the Gateway-Downtown is set. It will be a little more expensive: \$20/single and \$12/double. Meals will cost \$11.50. We will have 5 conference rooms, hall space for registrations and exhibits and a social hour at the New Jersey Historical Society. The Spring 1975 conference will be in Annapolis. Prices are comparable to Newark. Phebe Jacobsen is liaison. Discussion of the effect of the energy crisis on two conferences/year was deferred until after Charlottesville to see how we do. It will be raised at the business meeting.

We have to elect 8 state representatives in the fall so must choose a nominating committee in April. Three are to be from the general membership and two from the outgoing members of the Steering Committee. We must also bring up the Nominating Committee amendments to the Bylaws as published in the June 1973 issue of MAA.

Stanton Biddle has resigned from the Steering Committee because of pressure from other commitments. Mike is empowered to choose a replacement and will go down the list of at-large nominees starting with the candidate having the next highest votes. Federal Record Center branches have been considered as separate organizations from NARS Central.

Amendments to the Bylaws passed: 146 Yes, 2 No, 2 No Vote, 4 anonymous (not counted). Mary Boccaccio is to be the archivist for MARAC.

Don Harrison proposed (1) a smaller newsletter to be edited by someone else and (2) a MARAC journal similar to David Gracy's Georgia Archive. Discussion included potential market, format, cost and expertise. Don will begin to accumulate more information and report back to the Steering Committee.

Elsie Freivogel reported on the SAA Regional Activities Committee as having three purposes: (1) Symposia; (2) Membership; and (3) Regional Activities. The regional activities section is preparing a newsletter about regional organizations, an up-to-date directory of regional officers and a calendar of regional activities. The Committee wants to know what the regionals want SAA to do. Elsie and Frank Cook at the University of Wisconsin are contact people. Evert Volkerz is beginning an organization of Long Island archivists and asked by mail what the relationship to MARAC would be. According to MARAC bylaws it is cooperation. We have no affiliates. The SAA Director's office has a clearinghouse function and regionals can refer to it for speaker information, etc. The Executive Director position won't phase out committees. SAA asks MARAC to help in

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the mid-atlantic archivist continues its coverage of the Philadelphia meeting. This bibliography, compiled by Paul Perkus of City College of New York and a member of our staff, was contributed from most of the sessions.....

I. MANUSCRIPTS BEGINNERS' SESSIONS

DESCRIPTION OF MANUSCRIPTS (Sund)

Evans, Frank B. The Administration of Modern Archives: A Select Bibliographic Guide (1970), NARS

NUCMC Data Sheets and Circulars; (Library Congress)

American Archivist

SAA Committee on Techniques for Description and Control of Manuscripts and Archives

PROBLEMS OF ADMINISTERING A MANUSCRIPT COLLECTION (Maslyn)

Ruth Bordin and Robert Warner, Modern Manuscript Library (Scarecrow Press)

PROBLEMS OF ADMINISTERING A SMALL MANUSCRIPT COLLECTION (Reynolds)

Amy Wood Nyholm, "Modern Manuscripts: A Functional Approach," Library Resources and Technical Services, V. 14, No. 3, Summer, 1970.

Robert B. Jones, Preservation of Photographs and other non-textual materials, (Ohio Historical Society, Columbus, Ohio 43211)

American Association for State and Local History technical leaflets. 132 Ninth Ave., North Nashville, Tenn. 37203.

Carolyn Horton, Cleaning and Preserving Binding and Related Materials. Chicago: American Library Association, 1967.

Frank B. Evans, The Administration of Modern Archives: A Select Bibliographic Guide. Office of the National Archives, 1970.

Philip C. Brooks, Research in Archives. Chicago: University of Chicago Press, 1969.

T.R. Schellenberg, Modern Archives, Chicago: University of Chicago Press, 1956.

T.R. Schellenberg, The Management of Archives, N.Y.: Columbia University Press, 1965.

Ruth Bordin and Robert M. Warner, The Modern Manuscript Library. N.Y. Scarecrow Press, 1966.

Verner Clapp, "The Declaration of Independence, a Case Study in Preservation," Special Libraries, Dec. 1971. (Good for morale)

Write to him on Nitrate film: Lawrence F. Karr; American Film Institute; John F. Kennedy Center for Performing Arts; Washington, D.C. 20566

Antoinette King, "Conservation of Prints and Drawings," Special Libraries, March, 1972.

George D. M. Cunha, Conservation of Library Materials, Metuchen, N.J. Scarecrow Press, 1967.

Rolland E. Stevens, ed. University Archives, Champaign, Ill., Illinois Union Bookstore, 1965.

Lucile M. Kane, A Guide to the Care and Administration of Manuscripts, Nashville: American Association for State and Local History, 2nd ed. 1966.

Time-Life Books, Caring for Photographs, N.Y. Time-Life, 1972.

East Street Gallery, Procedures for Processing and Storing B & W Photographs for Maximum Permanence, East Street Gallery, 723 State Street, Box 68, Grinnel, Iowa, 50112.

Oral History Association, 136 Powell Library, UCLA; Los Angeles, Ca. 90024.

Paper Conservation News; 15 Broadway, New Haven, Conn., 06511 (\$8/year)

Catalogs to have on hand:

TALAS, 104 Fifth Ave., New York, N.Y. 10011

Hollinger Corp., 3810 South Four Mile Run Drive, Arlington, Va. 22206.

Process Materials Corp., 329 Veterans Blvd. Carlstadt, New Jersey 07072

Pohlig Bros. Paper Boxes, 25th and Franklin Streets, Richmond, Va. 23223

II. MANUSCRIPT PROGRAM DEVELOPMENT SESSIONS SERIES

FUNDING (Newton)

The Foundation Directory (N.Y., Columbia University Press; \$15.65)

The Foundations Grants Index (N.Y., Columbia University Press; ?)

List of Organizations Filing as Private Foundations (N.Y., The Foundation Center; \$7.50)

III. ARCHIVES BEGINNERS' WORKSHOPS

DESCRIPTION OF ARCHIVES (Finnegan)

Philip Hamer, A Guide to Archives & Manuscripts in the U.S.

National Union Catalog of Manuscript Collections

Bibliography prepared by SAA Committee on College & University Archives

National Archives training pamphlets Nos. 14, 15, 17, 19.

National Archives training lecture No. 25, Oliver W. Holmes

Manual recently prepared by SAA Committee on College & University Archives

IV. PERSONNEL AND WORKPLACE SITUATIONS WORKSHOP SERIES

PROFESSIONAL/ADMINISTRATIVE RELATIONS (Jacobsen & McMahon)

Townsend, Robert C. Up the Organization.

Alfred A. Knopf, 1970, \$5.95. (For paperback: rev. ed. publ. by Fawcett, 1971, \$1.25) Great for its approach to business in general, but beware of its attitude towards records.

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Dumas, Alexander files. (1824-1895)
E'Etrangère - title page on recto; cast of
characters on verso. Handwritten in unknown
autograph, with autograph note "Manuscript
conforme a l'original," signed A. Dumas,
1876 February 26.

Randall, James R. 1861 April, Parish of
Pointe Coupée. Autograph MS of "Maryland, My
Maryland" (5 pp.) with newspaper account of
origin of song.

Burr, Aaron to Melancthon Smith. LS, 1794
January 4.

Dickens, Charles to C. R. Leslie. ALS, 1845
October 20.

Dumas, Alexander files to "Cher Ami" (1824-
1895). ALS, n.d.

Dumas, Alexander files to "Chere Madame"
(1824-1895). ALS, n.d.

Dumas, Alexander files to "My dear Doctor"
(1824-1895). ALS, n.d.

Dumas, Alexander files to "Mon cher Monsieur"
(1824-1895). ALS, n.d.

Dumas, Alexander files to unknown correspon-
dent. ALS, n.d., 98 Avenue de Villiers.

Dumas, Alexander files to Monsieur Spoll.
ALS, n.d., 98 Avenue de Villiers.

Dumas, Alexander files to "Cher Monsieur."
ALS, (1883 June? 18), 98 Avenue de Villiers.

Dumas, Alexander files to unknown correspon-
dent. ALS, n.d.

Lafayette, Marquis de to M. Cannet des
Aulnois. LS (written by a scribe; signed
by Lafayette), 1819 July 22.

Lafayette, Marquis de to M. Cannet des
Aulnois. LS, (written by a scribe; signed
by Lafayette) 1831 September 1 (?)

Lafayette, Marquis de to M. Cannet des
Aulnois. LS (written by a scribe; signed
by Lafayette) 1832 August 7.

Lafayette, Marquis de to Sir Francis Burdett
(English political leader) ALS, 1826 August
24. (very nice letter!!! Regarding T. J.'s
and Adams' death on same day, one month
previous).

Poe, Edgar A. to John P. Kennedy. ALS, (1844
February 1) (Ostrom 168).

Washington, George to William Fauntleroy, Sr.
ALS, 1752 May 20.

Jefferson, Thomas. DS. Ship's Commission,
1807 June 2 (also signed by James Madison).

Nelson, Horatio. ADS. "Disposition of
Ships..." 1794 Feb. 7.

Print. Church (unidentified, possibly
Bruton Parish?). No date. (modern print).

Print. Samuel Clemens.

Charles Dickens. Commemorative postage
stamp. 1812-1912.

Disraeli, Benjamin. Print.

Scott, Sir Walter. Print.

Seymour, Robert (1800?-1836), book illus-
trator. Original drawing; "The Body-guard's
Farewell to his Pal." No date. (pen and
pencil sketch). Apparently drawn for book
illustration.

Seymour, Robert, book illustrator. Original
drawing. No date. (pen and pencil sketch
depicting near eastern scene of men on horses
and camels). Apparently drawn as a book
illustration.

George II. Autograph signature, with news-
paper picture pasted on fragment of document.
No date.

Hamilton, Alexander. Autograph signature.
No date.

Autographs of Presidents of the United States.

John Adams
J. Q. Adams
date in handwriting of James Monroe
John Tyler
James K. Polk
Zachary Taylor
Millard Fillmore

Autographs of James Monroe's Cabinet

John Quincy Adams - Secretary of State
Samuel Lewis Southard - Secretary of the
Navy
John McLean - Postmaster General
William Wirt - Attorney General

Autographs of William Henry Harrison's
Cabinet

Daniel Webster - Secretary of State

Autographs of Andrew Jackson's Cabinet

Amos Kendall - Postmaster General

Autographs of John Tyler's Cabinet

John C. Calhoun - Secretary of State
J. C. Spencer - Secretary of the Treasury
George M. Bibb - Secretary of the Treasury
John Young Mason - Secretary of the Navy

Autographs of James K. Polk's Cabinet

James Buchanan - Secretary of State
Robert Walker - Secretary of the Treasury
John Young Mason - Secretary of the Navy

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the archives library

by abby levine

The Modern Manuscript Library, by Ruth B. Bordin and Robert M. Warner. (New York: Scarecrow Press, 1966. 151 pp. \$4.00.)

With Bordin and Warner's guide in hand, one can practically trot off and start one's own manuscript repository, except that the authors stress so firmly that no institution should collect just because it already has a few collections in a field or without a firm and planned policy and a subject, chronological, or regional scope that has not been pre-empted by some other institution. One might perhaps even wonder why anyone should want to collect, since the authors tell us that a contemporary official is apt to produce 800 ft. of records, much of it of relatively little value. But if one has an idea for a useful collecting program, or belongs to an institution already committed to collecting and describing manuscripts and serving scholars, then this is the book to read. By discussion and example, it covers all that happens between the time you follow the lead to the dusty and exciting collection to the furor created because of your sloppiness in letting your manuscripts be duplicated by a careless scholar.

The authors feel that too many institutions with untrained personnel or insufficient funds try to set up manuscript collections (a manuscript collection or archives became a "status symbol" in the 1960s for an institution of higher learning). The worst offenders are local historical societies and small public libraries, of which there were over 1,750 in this country by 1962. Because of ignorance and misconceptions, manuscripts are often poorly cataloged and cared for in such places. Bordin and Warner cite four criteria for a manuscripts library: fire-proof surroundings; availability of the collections on a reasonable schedule; professional care; and a permanent financial base. It is better to have no collection than one for which these criteria cannot be met; an institution can always place manuscripts on deposit elsewhere until it can care for them adequately, or several small institutions in an area can pool their funds and hire a professional to help them all.

The authors believe that manuscript libraries should be geared toward the scholar rather than the general reader; it is therefore more valuable to have the eight volumes of edited Theodore Roosevelt correspondence than to

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have a few miscellaneous holograph Roosevelt letters. Instead of collecting a hodgepodge of holographs and other manuscript odds and ends, the small college library would do well to get microfilms of important primary source material--the New York Times or federal documents, for example. For the library that does plan large-scale manuscript collecting, themes can be subject, geographical (usually state or regional), personal (as in a presidential library), or based on a time period (this theme is most likely to lead to "fossilization" of collections). Competition will frequently occur, especially in geographical collecting, and this is good, but it is a waste of time and money and may result in dispersed collections if an institution establishes a collection with a theme already in use elsewhere. The authors believe that even with meager funds, people with imagination can still think up an original and viable collecting program, but warn that under no circumstances should a library collect (especially in competition) if it lacks the facilities to give papers "minimal care within a reasonable time."

Also discussed are how to find and procure manuscripts for purchase (in the present inflated market, even state and regional materials which once could be gotten for free are being bought and sold). For collections which are donated, the authors discuss following leads, reaching potential donors, transporting and weeding collections, accessioning, and publicity.

Another chapter is devoted to processing and yet another to the preparation of finding aids. The various types are discussed and examples given. For most repositories, the general catalog and the chronological catalog, combined with inventories and shelf lists for larger collections, are recommended.

There are two views where the collection of contemporary papers is concerned. Some believe that these collections should be accessioned as a whole with weeding left to future generations, who will be better able to judge the value of the material. Bordin and Warner think that selection must be practiced, but warn that there are few definite guidelines. They do, however, offer some criteria; papers relating to the policy-making process are important whereas those recording administrative routines are not; duplicates can be destroyed; sampling can be done in certain cases, such as letters to legislators. One definite rule is to leave the original order, because contemporary records arrive in installments. Problems of access, servicing, reproduction, and literary rights are also discussed here.

Staffing is examined in the chapter on administering the library. There is the problem of the misfit historian who comes to the archives or manuscripts library because he is unqualified for or interested only in research. Neither type, obviously, will be much help in manuscript work. Every manu-

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script collection wants to get good historians, and the best way to do this is to have available joint appointments in a subject-matter field with a connected or nearby college or university. (This may of course be difficult or impossible to arrange.) For staff training, a good archival training course is more useful than library science courses, but archives are not manuscript libraries and the techniques learned in archival courses "cannot be accepted broadside." For the potential manuscript curator, in-service training and experience in a good manuscript library are still the best preparation.

Other topics discussed are grants and gift evaluation (the gift evaluation information is of course not up-to-date); publication, including the preparation and publication of that all-important guide to a library's collections; the library and the researcher; and the library and the general public. At the end is an appendix wherein are examples of inventories, rules, various forms, etc.

This little book covers concepts and problems in a thorough and sensible way and the authors have a refreshing habit of saying no more than is necessary. It is of special use to manuscript curators who find that so much of the material they read is meant foremost for archivists.

The Administration of Modern Archives: A Select Bibliographic Guide, compiled by Frank B. Evans. (Washington: National Archives and Record Service, 1970. 213 pp. Free, but out of print.)

This invaluable guide, containing the names of books and articles published through June 1969, is not intended to be completely comprehensive, but is a careful selection of the "most useful items" on various subjects.

The readings are divided into 29 chapters under three parts--archival administration, archival functions, and American archival agencies and archives. Parts I and II cover such subjects as "Archival Concepts, Terminology, and Principles," "Archivists, Librarians, and Manuscript Curators: Comparisons and Contrasts," "Sound Recordings," "Administration of Private Archives, Personal Papers, and Historical Manuscripts," "Oral History," and aspects of preservation, arrangement, and automation. Part III concerns specific types of archives--federal; state and local; business and labor; college and university; and church.

The chapters themselves are divided into recommended readings, suggested readings, and additional readings; the last are themselves divided into subcategories. To give an example of these excellent subcategories, those from the chapter on private archives, personal papers, and historical manuscripts cover historical development, research value and use, acquisition policies and problems, appraisal and valuation, the Library of Congress, the programs, holdings, and policies of other manuscript repositories, manuscripts of science, and archives of the arts--a total of ten pages of citations. There is also a small amount of commentary accompanying the bibliographies.

This is the most comprehensive single guide published since 1942, when Solon J. Buck and Ernst Posner published their Selected References on Phases of Archival Administration (for further information on archives bibliographies, see pp. 7-8 of The Administration of Modern Archives). An enormous amount of material has been published between 1942 and 1969, and compiler Evans has done his colleagues an immense favor in sifting out the "most useful." It would seem that one can find most of the information he needs in these pages, except perhaps for that concerning new rules covering tax deductions for donors and further developments in automation. The Preface states that the guide will be revised as necessary; with the volume of material constantly being published, it would not be surprising if a supplement were required within a very few years.

Reprinted from History News December, 1973.

Many historical manuscripts and prints, rare books, or archival documents need protection against aging if they are to survive. Historical societies facing such a problem may want to consider using a nonaqueous deacidification spray solution, said by many conservators to be effective, inexpensive, and easy to apply. It was developed by Wei T'o Associates, Inc., named for the ancient Chinese god "who protects books against destruction from fire, worms and insects, and robbers, big or small."

The spray has been used to preserve a copy of the first official version of the Declaration of Independence, printed in Philadelphia for the Continental Congress on the night of July 4, 1776. The original 111-page Constitution of the State of Wyoming was also deacidified for the Wyoming State Archives and Historical Department in Cheyenne. This month Wei T'o Associates installed a spray deacidification unit at the Art Institute in Chicago.

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the area of membership by forming a membership committee and by having an SAA membership booth at MARAC meetings. After discussion it was decided not to formally create a membership committee, though Mike would write Frank Cook, asking them to provide an information booth at Charlottesville. This was motioned, seconded and passed.

At the conclusion of business, the meeting was adjourned.

INSIDE PASSAGE

AMENDMENTS SUBMITTED AT THE PHILADELPHIA BUSINESS MEETING

1. BE IT RESOLVED, that the Steering Committee make a suitable arrangement with one of the institutions in the MARAC region to place the MARAC archives in that institution on loan, subject to withdrawal by order of the Steering Committee; and be it further resolved, that a staff member of the institution who is also a MARAC member, be appointed archivist of MARAC, to be responsible for the archives, and to serve without term unless recalled by a majority vote of the Steering Committee.
2. BE IT RESOLVED, that all retiring steering committee members, and other retiring MARAC officers (committee chairpersons, etc.), except the Chairperson and Secretary-Treasurer, be required to send any official correspondence, records, files, etc., accumulated during their official term of office, to the archivist immediately upon leaving office, unless the Steering Committee shall authorize a temporary loan (not to exceed three months in duration) of such papers to the person succeeding to the office; and be it further resolved that the retiring Chairperson and Secretary-Treasurer shall hand to their successors all official files accumulated during their terms of office; and be it further resolved, that any steering committee member or other MARAC officer may send inactive official files to the archivist at any time.
3. BE IT RESOLVED, that all newly-elected steering committee members shall take office as the last item of business on the agenda of the membership business meeting next succeeding their official election.
4. BE IT RESOLVED, that each Nominating Committee be authorized to destroy the official ballots submitted to it for each MARAC election, once the official results of that election have been reported to the membership at the next succeeding membership business meeting.

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Documents treated with the nonaqueous solution are less likely to be damaged during treatment, according to Richard D. Smith who developed the product, because paper does not lose its strength when wetted with the spray. Also bound books need not be taken apart and rebound as is necessary with aqueous processes.

Wei T'o Nonaqueous Aerosol Spray may be purchased from Wei T'o Associates, Inc. (5830 56th Ave. N.E., Seattle, Wash. 98105) for \$6.00 per 11-ounce unit plus postage. This amount is sufficient for deacidifying up to 100 pages. A similar product, Wei T'o Nonaqueous Deacidification Solution for Paper, sells for \$12 per quart (48 oz.), reducing the expense by one-half. This new solution can also be applied by immersing, dipping, or roller coating as well as spraying. A ten percent discount is given for orders of six or more units. Wei T'o spray and solution may also be obtained from TALAS (104 5th Ave., New York, N.Y. 10011) and The Highsmith Company, Inc. (Box 25, Ft. Atkinson, Wis. 53538).

Local Girl Scout groups may soon be approaching you to ask for or offer cooperation. As a nationwide Bicentennial project, beginning in January 1974, Girl Scouts of the U.S.A. will encourage girls to discover and share information about women in the history of their home communities. This will be an informal, unscholarly research effort involving some two and a half million girls under the age of twelve and another half-million aged twelve through seventeen. It is quite possible, however, that the young people will unearth original documents of interest to local historians.

Each of the 356 Girl Scout councils, which organize and support the activities of Girl Scout troops across the nation, will use the national Bicentennial project in the way that best suits its ongoing operation. Council administrators have been advised to consult a professional archivist before disposing of old papers or photographs that may be offered to girls.

If you are interested in finding out more about local plans, look for the Girl Scout office in your telephone directory. For further information about the national project, write to Bicentennial Coordinator, Girl Scouts of the U.S.A., 830 Third Avenue, New York, New York 10022.

GIRL SCOUTS OF THE U.S.A.
830 Third Avenue
New York, New York 10022
212-751-6900

Contact: Ms. Ely List

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V. WORKSHOPS IN ADMINISTRATION: POLICY- MAKING, SECURITY, AND CONTROL

ADMINISTERING A SMALL COLLEGE ARCHIVES (Clayton)

- Bordin, Ruth and Warner, Robert. The Modern Manuscript Library. Scarecrow Press. Appendix contains excellent sample forms.
- Browne, Henry J. (Article published ca. 1949-50 in American Archivist). Said to have inspired many to go into field of college and university archives.
- Holmes, Oliver. "Archival Arrangement-- Five Different Operations at Five Different Levels," American Archivist, XXVII (Jan., 1964), pp. 21-41.
- Kane, Lucille M. "Guide to the Care and Administration of Manuscripts". American Association for State and Local History, Bulletins, Vol. II, No. 11.
- National Archives Record Series. For example of arrangement and organization.

PHYSICAL SECURITY: THE RECORDS (Blendon)

- Adams, Randolph G. "The Character and Extent of Fugitive Archival Material," American Archivist (April, 1939), pp. 85-96.
- Hamilton, Charles. Scribblers & Scoundrels (New York, 1968), pp. 24-46.
- King, Willard L. "The Replevin of Manuscript Material," Collector (1959), no. 1,2.
- Land, Robert H. "Defense of Archives Against Human Foes," American Archivist (April, 1956), pp. 121-138.
- Rhoads, James B. "Alienation and Thievery: Archival Problems," American Archivist (April, 1966), pp. 197-208.
- "Report of the Ad Hoc Committee on Manuscripts Set up by the American Historical Association," American Archivist (July, 1951), pp. 229-240.

DETERMINING THE RESEARCH VALUE OF A MANUSCRIPT COLLECTION (Lytle)

- Shellenberg, Theodore R. The Appraisal of Modern Public Records. Washington, D.C. G.P.O., 1956 (National Archives pub. no. 57-5. Bulletins of the National Archives, no. 8)
- SAA. Committee on Terminology and Statistics. "A Glossary of Basic Terms for Archivists, Records Managers, and Manuscript Curators" by Frank B. Evans, Donald F. Harrison, and E. Alan Thompson. (to be published in the summer of 1974 by SAA).
- SAA. Archives of Science Committee. "Guidelines for evaluating scientific papers for archival preservation." Unpublished paper, available upon request from the lecturer.
- Cook, J. Frank, and Elston, Charles B. "Survey of university libraries on archival selection criteria." Mimeo, presumably available upon request from C.B. Elston (1 Main Library, University of Illinois, Urbana, Ill. 61801).

VI. CULTURE AND AFFINITY RELATED RESOURCE WORKSHOPS

WOMEN'S HISTORY (tenHouten)

Apart from comment on the availability of guides or catalogs to the collections noted above, Mrs. tenHouten reviewed O'Connor's Women: A Selected Bibliography; the annotated bibliography of women's material appearing in the Wittenberg College Bulletin, v. 76, no. 6, and Kritchmar's, The Women's Rights Movement in the U.S. 1848-1970, Scarecrow Press, 1972. The last is a bibliography and sources, including 400 manuscript collections.

JEWISH HISTORY (Gordon)

- Publications of the American Jewish Historical Society (Also AJHS Library), Waltham, Mass. Includes: Manuscript collections; Lyons Collection; Sheftall Papers; Lopez Papers; Oppenheim Collection; Letter book of Haym Solomon; Congregational Minutes, Shearith Israel, New York; Histories of Jewish communities in: Jamaica, Barbados, Guiana, Brazil, Surinam, Virginia, Georgia, Pennsylvania, New York, South Carolina.
- American Jewish Archives, Cincinnati, Ohio. Includes: Interloan on some books; Photocopies of the Deborah and Occident; Early newspapers; Manuscript collections.
- Mikveh Israel Archives, Philadelphia, Pa.
- Shearith Israel Archives, New York
- New York Historical Society
- New York Historical Society Library
- New York Public Library
- New York Genealogical and Biographical Records 1871-1953
- New York (Gazette and Weekly) Mercur 1752-1783
- Frick Reference Library, New York
- Jewish Division of the New York Public Library
- Jewish Historical Society of England
- Massachusetts Historical Society
- Massachusetts Public Library, Boston
- Publications of the Colonial Society of Massachusetts
- Yale University Library, New Haven, Connecticut
- Historical Society of the United States and Canada (Handbook) Published by the American Association for State and Local History, Washington, D.C.
- Library of Congress, Washington, D.C.
- State Census, 1790-1948, Henry J. Dubester, Washington, D.C. 1948
- National Archives, Washington, D.C.
- Jewish Theological Seminary, 3080 Broadway, New York City
- Hebrew Union College, Cincinnati, Ohio
- Historical Society of South Carolina
- South Carolina Historical and Genealogical Magazine
- Archives of Congregation Beth Elohim, Charleston, S.C.
- The old Jewish cemeteries at Charleston, S.C.

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Hall of Records, Annapolis, Maryland
 Calendar of Maryland State Papers
 Maryland Historical Society, Baltimore, Md.
 Maryland Jewish Historical Society,
 Baltimore, Md. (Limited)
 Virginia Historical Society Library,
 Richmond, Va.
 Virginia Magazine of History and Biography
 Keith Read (Manuscripts) Collection, Uni-
 versity of Georgia, Athens, Ga.

Books

- American Ancestry, vols. 1-12, 1887-1899,
 Albany, New York
 Blau, J. L., and Baron, S. W. The Jews of
 the United States, 1790-1840, 3 vols.,
 New York, 1963
 Cunz, Dieter, The Maryland Germans,
 Princeton, 1948
 Disoway, G. P., The Earliest Churches of
 New York, N.Y., 1865
 Friedman, Lee M., Jewish Pioneers and
 Patriots, Phila., 1942
 Goodman, Abram V., American Overture,
 Jewish Rights in Colonial Times, Phila.,
 1947
 Hastings, Hugh, Ecclesiastical Records of
 New York, Albany, 1901
 Korn, Bertram W., American Jewry and the
 Civil War, Phila., 1951
 Lebeson, Anita L., Jewish Pioneers in
 America, 1492-1848, Brentanos, 1931
 Lebeson, Anita L., Pilgrim People, Harper
 and Bros., 1950
 Levinger, Rabbi Lee J., A History of the
 Jews in the United States, Cincinnati,
 1930
 Lynn, George, and Lachlin, Davis, The Day
 Star of American Freedom, N.Y., 1855
 * Marcus, Jacob R., The Colonial American
 Jew, Detroit, 1970, 3 vols.
 Marcus, Jacob R., Early American Jewry,
 Phila., 1953, 2 vols.
 Marcus, Jacob R., Memoirs of American
 Jews, Phila., 1953, 3 vols.
 Morais, Henry S., The Jews of Philadelphia,
 Phila., 1894
 Nead, Daniel W., The Pennsylvania German
 in the Settlement of Maryland, Lancaster,
 1914
 Reznikoff, Charles, The Jews of Charleston,
 Phila., 1950
 * Rosenbloom, Joseph R., A Biographical
 Dictionary of Early American Jews:
 Colonial Times Thru 1800, Lex., 1960
 Schappes, Morris U., A Documentary History
 of the Jews in the United States, 1654-
 1875, N.Y., 1950
 Simonhoff, Henry, Jewish Participants in
 the Civil War, N.Y., 1963
 Stern, Malcolm H., Americans of Jewish
 Descent, Cincinnati, 1960
 Wolf, Simon, The American Jew as Patriot,
 Soldier, and Citizen, Phila., 1895
 * Both excellent for researchers, particu-
 larly the dictionary.

VII. OTHER WORKSHOPS

COPYRIGHT, FAIR USE, AND LITERARY RIGHTS (Moore)

Write for list "Publications of the Copy-
 rights Office" to Register of Copyrights,
 Library of Congress, Washington, D.C.
 20559.

Circulars distributed at meeting include:
 "General Information on Copyright" (Circ.
 1); "The Copyright Office" (Circ. 1A);
 "The Copyright Notice" (Circ. 3); "Re-
 newal of Copyright" (Circ. 15); "Import-
 ant Notice Concerning Extension of
 Copyright Term in Certain Cases" (Circ.
 15X); "How to Investigate the Copyright
 Status of a Work" (Circ. 22); "Copy-
 right Time Limits" (Circ. 22X); "Copy-
 right for Books" (Circ. 60); "Letters,
 Diaries, and Similar Personal Manu-
 scripts" (Circ. 64); "Copyright Law of
 the United States of America" (Circ.
 91); "Regulations of the Copyright
 Office" (Circ. 96).

Also distributed were the bill for general
 revision of the U.S. Copyright Law (S.
 1361) introduced in the 93rd Congress,
 2nd Session on March 26, 1973 by Senator
 John L. McClellan and an announcement
 from the Copyright Office which includes
 Senator McClellan's statement on intro-
 ducing the bill.

RARE BOOKS (Marshall)

BASIC: Winchell, Constance M. Guide to Ref-
 erence Books. Seventh Ed. Chicago,
 1951. Plus Supplements to date.

INCUNABULA and EARLY PRINTED BOOKS:

Proctor, Robert. An Index to the Early
 Printed Books in the British Museum....
 London, 1898-1938. 16 vols. and suppl.
 British Museum. Library. Catalogue of
 Books Printed in the XVth Century....
 London, 1908- (to date).

Goff, Frederick R. Incunabula in American
 Libraries: a third census of fifteenth
 century books owned in the United States,
 Mexico and Canada. New York, 1964. New
 revised edition, 1973.

**Stillwell, M. B. Incunabula and Americana
 1450-1880. New York, 1931,

ENGLISH AND OTHER BOOKS:

British Museum. Library. General Cata-
 logue of Printed Books to 1955. (270
 vols.) Compact Edition, 27 vols. New
 York, 1967. (Original ed. 1881-1900)
 Bibliotheque Nationale. Paris. Library.
Catalogue general des livres imprimes de
 la Bibliotheque Nationale. Paris, 1897-
 (1927). 90 vols.

AMERICANA:

Harris, Henry. Bibliotheca Americana
 vetustissima (Books relating to America
 1492-1551). New York, 1866. Additions:
 Paris, 1872. Reprint: Paris, 1922.

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Pollard, A. W. and G. R. Redgrave. A Short-Title Catalogue of Books printed in England ... and of English books printed abroad 1475-1640. London, 1926. Available in reprint. New revised edition in preparation.

Wing, Donald. Short-Title Catalogue of Books Printed in England, Scotland, ... and British America ... 1641-1700. New York, 1945-1951. 3 vols. 2nd revised ed. now in preparation. Vol. 1 published.

Sabin, Joseph. Bibliotheca Americana. A Dictionary of books relating to America, from its discovery to the present time. New York, 1868-1892. Reprinted, 1928-1936. 29 vols. (2 vol. microprint edition available.)

Evans, Charles. American Bibliography; a chronological dictionary of all books, ... printed in the United States...from... 1639...(to) 1800. Chicago, 1903-1955. 14 vols. Reprint edition available.

Shipton, Clifford K. and James E. Mooney. National Index of American Imprints through 1800. The Short-Title Evans. Worcester, Mass. 1969. 2 vols.

Bristol, Roger P. Supplement to Charles Evans' American Bibliography. Charlottesville, 1970.

Shaw, R. R. and R. H. Shoemaker, et. al. American Bibliography: A preliminary checklist. 1801-1830 (and continuing). 1958- present.

Roorback, Orville Augustus. Bibliotheca Americana. Catalogue of American Publications...from 1820 to 1852. (New York, 1852, plus supplements to 1871.)

GENERAL CATALOGUING MANUALS AND AIDS:

**Carter, John. ABC for Book-collectors. (Revised edition, 1966.) London, 1952.

**McKerrow, R. B. Introduction to Bibliography for Literary Students. Oxford, 1927. Available in reprint.

Bowers, Fredson. Principles of Bibliographical Description. Princeton, 1949. Reprinted 1962.

**Gaskell, Philip. A New Introduction to Bibliography. New York and Oxford, 1972.

CONSERVATION AND CARE OF RARE BOOKS: (+ designates works with list of suppliers.)

**Cunha, G. M. and D. G. Conservation of Library Materials. 2nd ed. Metuchen, N.J. The Scarecrow Press, Inc. 1971.

***Horton, Carolyn. Cleaning and Preserving Bindings and Related Materials. (Program of Library Technology). Chicago: American Library Association, 1967.

Middleton, Bernard C. The Restoration of Leather Bindings. (Program of Library Technology.) Chicago: American Library Association, 1972.

Flenderleith, H. J. and A. Werner. The Conservation of Antiquities and Works of Art. 2nd. Ed. London: Oxford University Press, 1971.

***Clapp, Anne F. Curatorial Care of Works of Art on Paper. Revised edition. Oberlin, Ohio, 1973. (Obtainable from the Inter Museum Library, Allen Art Building, Oberlin, Ohio. 44074.)

**Waters, Peter. Emergency Procedures for Salvaging Flood or Water-Damaged Library Materials. (Xeroxed manuscript, July 31, 1972, obtainable from the Administration Department. Library of Congress, Washington, D.C.)

SOURCES FOR GENEALOGICAL RESEARCH (Sinclair)

L.C. Genealogies in the Library of Congress

ALA, Filby, F. W. Genealogies in the U.S.

HANDLING NON-MANUSCRIPT ITEMS (PRINTED) (Volkersz)

Library Resources and Technical Services, vol. 13 no. 4, (Fall 1969);

Shirley Miller, The Vertical File and its Satellites, Boulder, Colo., Libraries Unltd., 1971.

Jean Riddle Weeks, Non-Book Materials, rev. ed., Chicago, American Library Association, 1973.

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professional programs. This philosophy has resulted in the dislocation of professional decision-making authority and has led to staff demoralization and virtual paralysis in our program through increased bureaucratization."

We think Jones right in protesting, but our reasons are different from his. Mergers with centralized administrative functions at the top can work if managed properly. After all, the National Archives has fared very well over the years with GSA.

What we're saying is that archival institutions get mixed up in mergers because their cultural purpose is confused as being similar to pop-history institutions and museums. And when archives are preserved merely for their cultural value, (which they certainly have plenty of), and ignored for the vast amount of administrative and historical value, (like in North Carolina), then the whole program is in trouble.

Archives play a critical government role when applied properly. Government archives present the best record anywhere of the evolution of government organizations. Archivists are students of organizational and bureaucratic history. Many of them have degrees in Public Administration. They in fact become experts in how to reorganize.

And archives are a service to all three branches of government, because they serve the legislative and the judicial, as well as the executive branch. The North Carolina merger tends to downplay this role by hiding the archives deep in the executive trough. It might force the North Carolina Legislature and the Courts to reconstitute their own archival functions. This would be an inexcusable duplication of effort.

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Autographs of Zachary Taylor's Cabinet

James Middleton Clavton - Secretary of the Treasury
William Morris Meredith - Secretary of the Treasury
William Ballard Preston - Secretary of the Navy

Autographs of Millard Fillmore's Cabinet

Edward Everett - Secretary of State
Daniel Webster - Secretary of State
Charles M. Conrad - Secretary of War
John P. Kennedy - Secretary of the Navy
Will A. _____ - Secretary of the Navy
W. Hubbard - Postmaster General
Alexander H. H. Stuart - Secretary of the Interior

Franklin Pierce's Cabinet

William Larned Marcy - Secretary of State
James Guthrie - Secretary of the Treasury
J. C. Dobbin - Postmaster General

Congressional Autographs

Alphens Felch - Michigan
M. Norris - New Hampshire
George W. Jones - Iowa
Edward Everett
Thomas J. Rusk - Texas
John Pettit - Indiana
J. A. Bayard - Delaware
D. L. Yates (Yulee?) - Florida
J. M. Mason - Virginia
J. Adams - Mississippi
W. F. De Sausjerd? - South Carolina
Ben Fitzpatrick - Alabama
J. W. Bradbury
Henry Dodge - Wisconsin
Charles M. Conrad
A. Dodge - Iowa
William C. Dawson - Georgia
James C. Jones - Tennessee
Willie I. Mangum - North Carolina
Hamilton Fish - New York
Foot - Vermont
Sam J. Phelps - Vermont
Charles Sumner - Massachusetts
Jackson Morton - Florida
M. Schoonmaker
W. Brooke
William M. Given
John B. Miller
Asbury Dickens
N. _____ Jefress (?)
_____ Boyce (Body)
_____ Jones
P. V. Daniel

Several non-valuable file items.

MISSING YESTERDAY, RETURNED TODAY

Whether lost, strayed, or stolen, some of our missing volumes occasionally wander back to the Library by one means or another. Unfortunately, this does not seem to occur as often as in former years. One such recent return involved seven fairly important old Russian volumes. Crude attempts had been made to obliterate Library ownership and one of the books had "disappeared" after being assigned to the Rare Book collection, but before it reached the custody of the Rare Book Division. The volumes identified by the "LC" perforation on the title page and page 99 were returned in packages each accompanied by a scrap-paper note: "Found in a junk store."

Apparently the kind and thoughtful person who returned them did not want "to be involved," for there was no return address. Fact is, one of the packages was stampless, marked "48 cents postage due." The Library of Congress, however, is grateful to all such kind persons, known or anonymous, who help in the return of the lost, strayed, and stolen Library materials.

CLASSIFICATION REVIEW PANEL MOVES TO NATIONAL ARCHIVES

The Interagency Classification Review Committee's (ICRC) administrative office has been transferred to the National Archives from the White House, and William L. Brown, formerly on the legal staff of the Atomic Energy Commission, has been appointed the Committee's executive director.

Although the committee continues to meet monthly at the White House to decide policy matters and hear classification appeal cases, program direction now is provided by the executive director's office.

The ICRC oversees the Government's classification and declassification activities. Representatives of the Departments of State, Defense, and Justice, the Atomic Energy Commission, the Central Intelligence Agency, and the National Security Council Staff serve on the committee as does the Archivist of the United States. Dr. Rhoads is acting chairman.

CHARLOTTESVILLE TENTATIVE PROGRAM

Friday morning will
start at 10:00 a.m.

Friday				INTRO SESSIONS		Saturday			
Historic Preservation & Archivists		Philosophy & Role Definition		Basic Cataloging	Basic Paper Conservation	Uses of Archives by Documentary Editors		Funding	
What Should Archivists Keep		Ethics & Standards		Workplace Situations	Basic Reference			Lobbying	Grants- manship
Lunch / Slide program on Rotunda restoration					Lunch / program?				
Buildings & Renovations	Safeguarding Museum Objects	Recruit- ment, Selection, Training	Conserva- tion of Art on Paper	Report to NUCMC	Appraisal & Disposi- tion of Archives	Docu- mentary Editing Techniques	Insuring Collec- tion, Protection	Diplomacy in Building Collections	Publica- tions
Sources for Historic Preservation	Folklore	Opportu- nity for Training	Whither MARAC?	Making an Exhibit	Basic Legal Safe- guards	Editing New Media for Publica- tion	New Techniques in Paper Conserva- tion	New Uses for Oral History	Mastering Public Relations
Evening Business Meeting					There will be a Saturday afternoon tour of the University of Virginia gardens.				

Members of MARAC who attended the first meeting in Wilmington, Delaware will be interested in the following item which is reprinted from The Parish Journal of First & Central Presbyterian Church:

"McKINLY LANTERN A REMINDER OF THE LIGHT
CARRIED BY THOSE WHO HAVE GONE BEFORE

"A replica of the historic lantern of Dr. John McKinly (1721-1796) was dedicated at the Christmas Eve Moravian Lovefeast. McKinly was the first President of Delaware during the American Revolution. Later captured by the British, he spent several years on a prison ship and internment in Philadelphia, suffering considerable loss of property for the cause of Independence. He was a member of the first Board of Trustees of old First

Presbyterian Church (1789). In the same year he helped inaugurate the Medical Society of Delaware. The original of the lantern he carried when making calls at night in his medical practice is in the collection of the Historical Society of Delaware.

"The replica will be placed in the main hall of the Parish Building beside the doors to the Sanctuary, the Chapel, and the Vestry. This interesting addition to our church came about through a legacy given by the late Nora Smith and a gift of the ladies of our church who prepared two luncheons for the organizational meeting of the Mid-Atlantic Regional Archives Conference some time ago. The legacy and the donation they received made possible the purchase."



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viewing practices, on the daily effects of employment myths and how they can be combated, on filing charges and making employment opportunity laws work.

It means publicly examining our own work patterns, part time employment in particular, without embarrassment or apology, with a view to asserting their validity within the profession. It means rigorously testing training programs for the double standard and the disparate effect.

(Response to my two-hour talk in the NARS-AU Institute on the education and training of archivists in the context of the myths surrounding women as students and employees: considerable enthusiasm from some women, disapproval from men and other women who couldn't see the topic as a professional concern.)

It means training in assertiveness, a term I prefer to aggressiveness --- in writing the letter of complaint, making the phone call for a salary review, stating the case for compensatory treatment until we no longer need it.

Last week two Black women and I sat in an office in the National Archives, planning a tour of Black studies resources. The cleaning woman walked in and we acknowledged her presence only by glances. In that room we outnumbered her 3 to 1. In the wide world outside she outnumbers us a hundredfold. She will never be a professional, and her highest aspiration for her daughter is to see her become a secretary. She suffers as much from the misassumptions about her as any of us and she is less likely to be freed of them. But her situation is in every other respect like ours. Her welfare depends on us, and ours is intimately connected with hers. We need to talk to each other, all of us, much more openly, and much more critically.

Note: This essay owes a great deal to Berenice Carroll's "Women's Consciousness and Professionalism," distributed in mimeograph form by the Coordinating Committee for Women in the Historical Professions.

SAA MEMBERSHIP BOOTH

There will be a membership booth erected at the site of the other exhibits at Charlottesville, and all those not now members of the SAA, are encouraged to stop by to see what the national society offers. The booth will feature an interesting display of SAA publications, many of which may never have been seen. SAA members coming to Charlottesville, are encouraged to stop by the booth, help hold down the fort, or at least to speak with SAA prospects.

The following editorial by Frank Cook appeared in the MAC Newsletter, (Vol 2 No 1) January, 1974:

"TAX DEDUCTIONS FOR 'PERSONAL' PAPERS: THE ARCHIVIST'S DILEMMA

"In the last two issues of the newsletter we have reprinted items from the national press on the continuing controversy regarding President Nixon's transfer of his Vice Presidential papers to the National Archives in order to receive an income tax deduction before the practice was ended by the 1969 tax law. Those archivists who dislike Nixon have probably rejoiced in the exosé. The President's supporters in the profession likely have resented what they regarded as an attempt to smear the White House. Our reaction as archivists has, in short, been much like that of the general public.

"A salaried employee in an office or a factory worker paid by the hour naturally resented a few prominent (and already wealthy) individuals receiving tax deductions for their papers when he or she paid the full tax on a salary or wage. Especially grating were the public officials who claimed a deduction for papers prepared while they were on the public payroll. Except for vainly wishing for similar tax relief, the average taxpayer could only hope that such deductions would be stopped for everyone.

"Unlike the general public, however, archivists have a professional involvement in the issue and in spite of the validity of the argument against allowing such deductions, the archivist is faced with a dilemma. As a citizen he too wants everyone to pay a fair share of income tax. As an archivist, however, he must recognize that ending the deduction has resulted in the refusal of some public officials to contribute "their" papers. Also many individuals not in government have refused to transfer their papers to a depository, hoping instead, to either sell them to a manuscript dealer or to delay making a gift of the material until the law is changed.

"A tax system that allows a millionaire to pay less than \$1000 in income tax in 1970 is gravely defective. But a law which corrects that abuse only to destroy the willingness of citizens to contribute their papers to archival and manuscript repositories is gravely inadequate. Are good citizenship and professional responsibility in conflict? If so, how is the dilemma to be resolved?"

TIME MAGAZINE CHIDES ROSEMARY WOODS.

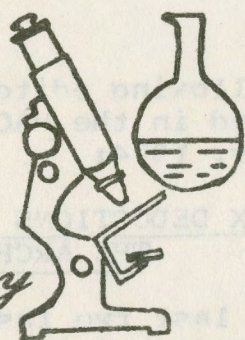
Time magazine recently pointed out that Rosemary Woods and other White House personnel had violated sound archival practice by typing transcripts from original tapes instead of first dubbing duplicate copies and using them while retaining the originals as archival record copies.

april 1974

Technical Notes

by

ned berkeley



Greg Johnson and Mike Plunkett of the Manuscripts Department of the University of Virginia Library recently have been cleaning and restoring daguerreotypes, ambrotypes, and tintypes utilizing techniques outlined in *CARING FOR PHOTOGRAPHS* (Time-Life Books: New York, 1972) and in a paper entitled "Historical Photo Preservation" by Gene Brown which was furnished to Mike by a speaker, Walter Johnson of the Ohio State University department of photography, at a recent session of the Ohio Historical Society's Archives-Library Institute. The daguerreotype restoration is the most involved as it requires a chemical solution in which to wash the daguerreotypes. The ingredients for the solution are given in *CARING FOR PHOTOGRAPHS*. One of them, thiourea, was difficult to obtain, and was finally ordered from the Fisher Chemical Company of Fairlawn, New Jersey. Properly prepared and used, the wash solution is quite safe for all daguerreotypes, including those that were hand-tinted. After much practice on less-valuable specimens among the Library's collection of almost 50 items, Mike and Greg cleaned one of our most prized possessions, an 1842 daguerreotype of Isaac Jefferson, a slave formerly belonging to Thomas Jefferson. This daguerreotype was almost obliterated with oxidation; portions of it were not visible. This process of washing daguerreotypes to remove the oxidation restores them to their original condition; proper storage is necessary to prevent re-oxidation. The cleaning of ambrotypes usually involves only the substitution of a black paper backing for the black paint used on the back of the case which is most often flaking and in bad condition. Since ambrotypes used emulsions on glass, the backing is extremely important to enable one to clearly see the image. All types of old photographs have benefitted from cleaning, dusting, and repairing as outlined in the works cited. One should read carefully because it is easy to damage the emulsion of daguerreotypes and ambrotypes unless the proper steps are taken. The worst effect we have noticed is the peculiar smell of the daguerreotype wash solution, and the visible effects of former attempts at cleaning which has scratched the emulsion.

I should be delighted to welcome guest columnists to this space if anyone wishes to contribute notes on technical processes. I don't wish to overwhelm you with work at the University of Virginia but unless I hear from someone else, I have to depend on what we're doing here for material.

We propose that the By-Laws be amended to clear up some confusion about the election of the Steering Committee. New material is underlined.

1. Article 4, Section B. Change the first sentence to read: "Officers: A Chairperson and a Secretary-Treasurer shall be elected at large by mail ballot of the membership prior to the spring business meeting of each odd-numbered year."
2. Article 4, Section C. Add to the first sentence so that it shall read: "Nomination and Election: The Steering Committee members shall be elected by mail ballot, eight (8) each year for terms of two (2) years beginning with the spring business meeting; the terms of the six members-at-large (together with those of the Chairperson and the Secretary-Treasurer) shall begin in odd-numbered years, and the terms of the eight State representatives in even-numbered years."
3. Article 4, Section C. Change the second sentence to read: "Steering Committee members may not succeed themselves."

Edmund Berkelev, Jr.
Elsie Freivogel
Shonnie Finnegan
Adele Newburger
Robert Devlin

continued from page 3

bership for improved management of New England's documentary resources, which our common history and institutions have made a regional problem, like so many others; and because in this effort, those of us outside the state of Maine have taken great encouragement from the development of a program which we believe in many ways could serve as a model for such programs elsewhere.

"Very truly yours,

"Sylvie J. Turner
President"

SAA



JOB PLACEMENT

COMMITTEE ACTIVITY

MEETINGS

THE AMERICAN ARCHIVIST
AND OTHER PUBLICATIONS

Write:
Society of American Archivists
Bentley Historical Library
University of Michigan
Ann Arbor, MI 48105